

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE COMMUNICATIONS COMMITTEE**  
**HELD ON THURSDAY 5<sup>TH</sup> JANUARY 2022**

**AT 7.00PM AT CLAYTON-LE-WOODS PARISH COUNCIL OFFICE/MEETING ROOM, 239A PRESTON ROAD, CLAYTON LE WOODS, CHORLEY, PR6 7PY**

**PRESENT:** Councillor Mrs L Farnworth  
Councillor Mr S Lowe  
Councillor Mr N Whitham

**IN ATTENDANCE:** Mrs L Gallagher (Administrative Assistant - AA)

	<b>ACTION</b>
<p><b>23.01 APOLOGIES</b></p> <p>There no apologies.</p>	
<p><b>23.02 DECLARATION OF INTEREST</b></p> <p>There were no declarations of interest.</p>	
<p><b>23.03 APPROVAL OF MINUTES DATED 2<sup>nd</sup> NOVEMBER 2022</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the meeting held on 2<sup>nd</sup> November 2022 as correct record.</p>	
<p><b>23.04 SOCIAL MEDIA/WEBSITE UPDATE</b></p> <p>The Report from the AA on social media engagement figures was received with thanks.</p> <p>The AA reported that the online newsletter received 79 clicks</p>	
<p><b>23.05 BUDGET REVIEW 2023/24</b></p> <p>The AA provided cost options for newsletters, and this was received by members with thanks</p> <p>Members <b>RESOLVED</b> to have 2 newsletters with shared delivery (Winter &amp; Summer edition) and with 1 other done ad hoc throughout the year to be designed by the AA on Microsoft Publisher, printing done by Green Man Marketing and distribution to GPs, Schools, Pubs etc in the Parish</p>	

The members RESOLVED to ask for an £8000 budget for the newsletters for 2023/24.

Members suggested to request members to join an editorial group to put together articles for the newsletters. To be added to the Parish Council meeting Agenda.

Clerk

**Members RESOLVED to keep the £100 publicity budget the same for 2023/24.**

Members requested more information on the purpose of the Website Development/Maintenance as no money has been spent of the £500 allocated in 2021/22 and 2022/23. The AA will ask the Clerk.

AA

All proposals to be brought to Finance Committee Meeting on Monday 9<sup>th</sup> January 2023.

Clerk

The AA will contact members when putting together the newsletters to find out if any members would like to contribute to the newsletter edition.

AA

**23. DATE OF NEXT MEETING**

The date of the next meeting is to be arranged